

EDR Training Course Registration Procedures

Registrations must be received no later than two weeks before the scheduled course. Please complete a separate registration form for each person and course.

There are three easy ways to register for EDR training courses:

1. **Online:** *Available only for Virginia State employees using IAT payment.* Complete the registration form found at http://www.edr.state.va.us/cgi-bin/trng_reg.cgi and click on "Submit."
2. **Fax:** *Available only for Virginia State employees using IAT payment.* Complete the **EDR Manual Registration Form** and fax to the number found at the bottom of the form. This service is available 24 hours a day, 7 days a week.
3. **Mail:** Complete the **EDR Manual Registration Form** and mail with check or money order to the address found at the bottom of the form.

Confirmation of Received Registrations

Confirmations will be sent to the registrant and supervisor via email, or, if email is not available, by fax. The agency will be billed via IAT at the conclusion of the course.

Cancellation/Refund Policy

Your written cancellation (email: training@edr.state.va.us, fax, or mail) must be received at least two weeks prior to a scheduled course to receive a refund or credit toward another course.

Failure to cancel two weeks in advance or to show for a course will result in the full fee being charged.

EDR reserves the right to cancel scheduled courses due to low registration. An attempt will be made to contact you via the information provided on your registration form if a course is cancelled or full.